



Policy: 4250
Procedure: 4250.03
Chapter: Suicide Prevention
Rule: Suicide Prevention -
Mortality Review Process

Effective: 02/07/06
Replaces: 4250.03
Dated: 10/28/05

Policy and Forms

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) shall conduct a mortality review for every completed suicide, as well as a life threatening or serious attempt. This review shall be separate and apart from other formal investigations that may be required to determine the cause of death.

Rules:

1. Critical Incident Debriefing:

In the event of a completed suicide or life threatening or serious suicide attempt as defined in the [Policy 4250 Suicide Prevention](#), the **FACILITY SUPERINTENDENT OR, IN THE COMMUNITY, THE COMMUNITY CORRECTIONS ADMINISTRATOR** shall ensure that Critical Incident Debriefing occurs and that Form 1190.02A Incident/Critical Incident Debriefing, Sections One through Six, is completed as soon as practical, but no later than five working days following the incident:

- a. The Critical Incident Debriefing shall be multidisciplinary and minimally include representatives from:
 - i. Facility Superintendent or Community Corrections Program Administrator;
 - ii. Housing Unit Manager;
 - iii. YPO III Case Worker or Parole Officer;
 - iv. Clinical employees involved with the juvenile;
 - v. Security;
 - vi. Mental Health;
 - vii. Medical;
 - viii. Education;
 - ix. Health Unit employees; and
 - x. Any affected employee as determined by the Administrator.
- b. Issues to be discussed at the debriefing include but are not limited to:
 - i. A review of the circumstances of the incident;
 - ii. The effect of the incident on involved employees and juveniles;
 - iii. The cause or potential causes of the incident;
 - iv. Identification of known or potential deficiencies in operational procedures and/or practices including:
 - (1) Circumstances leading up to the incident;
 - (2) Response to the incident; and
 - (3) Follow-up and notification after the incident.
 - v. Need for immediate corrective action and steps taken;
 - vi. Specific employee training issues;
 - vii. Review of other options that were possibly available in resolving the incident;
 - viii. Identification of appropriate and/or extraordinary responses by employee or juveniles;
 - ix. Assignments and delegation of report writing, including Incident Reports, and investigations, interviews, etc.;
- c. The **SUPERINTENDENT OR COMMUNITY CORRECTIONS PROGRAM ADMINISTRATOR** shall act as chairperson of the debriefing session:
 - i. Meetings shall take place in a setting away from distractions; such as, a meeting or training room;

Procedure No. 4250.03: Suicide Prevention Mortality Review Process

Page 2 of 3

- ii. There shall be sufficient resources (chalk board, paper, markers, etc.) to diagram and/or list information;
- iii. **ALL PERSONS INVOLVED IN THE INCIDENT, AS AVAILABLE**, shall attend the debriefing session;
- iv. The **SUPERINTENDENT OR COMMUNITY CORRECTIONS PROGRAM ADMINISTRATOR** shall designate an employee to complete Form 1190.02A Incident Debriefing;
- v. The **SUPERINTENDENT OR COMMUNITY CORRECTIONS PROGRAM ADMINISTRATOR** shall ensure that:
 - (1) All completed debriefing forms are reviewed for thoroughness, accuracy, grammar, etc., prior to distribution;
 - (2) Distribution of the completed debriefing form is forwarded to the following staff within 24 hours of the conclusion of the debriefing session:
 - (a) Director;
 - (b) Deputy Director;
 - (c) Quality Assurance Administrator
 - (d) Assistant Director for Safe Schools;
 - (e) Clinical Director;
 - (f) Community Corrections Program Administrator;
 - (g) Superintendent of Education;
 - (h) Facility or Parole Office Management Team members; and
 - (i) Involved Housing Unit Manager or Parole Supervisor.

2. By the 21st day following completion of the Critical Incident Debriefing, the **SUPERINTENDENT OR COMMUNITY CORRECTIONS PROGRAM ADMINISTRATOR** shall forward to the Quality Assurance Administrator and the appropriate Assistant Director or Program Administrator Form 1190.02A Incident/Critical Incident Debriefing, with Section Six updated and Section Seven completed, detailing all action taken as a result of the Critical Incident Debriefing. **S/HE** shall identify and list in this report:

- a. Any trends or areas requiring immediate attention, as appropriate;
- b. Any corrective action taken;
- c. Any commendations; and
- d. Any recommended revisions or additions to existing policies and procedures.

3. Internal Review Committee:

- a. Within 30 days following a completed suicide or life threatening or serious suicide attempt by an ADJC juvenile, the Quality Assurance Administrator shall convene an Internal Review Committee including the following employees minimally:
 - i. Quality Assurance Administrator (Chairperson);
 - ii. Assistant Director for Safe Schools;
 - iii. Community Corrections Program Administrator;
 - iv. Clinical Director or Clinical Services Administrator;
 - v. Education Superintendent or Education Transition Coordinator, or designee;
 - vi. Medical Director;
 - vii. Legal System Assistant Director or designee;
 - viii. Chief of Psychiatry;
 - ix. Facility Administrator; and
 - x. Representatives from outside of the agency as indicated by the case to be reviewed.
- b. The **INTERNAL REVIEW COMMITTEE** shall:
 - i. Critically review the circumstances surrounding the incident;
 - ii. Critically review the facility or community procedures relevant to the incident;
 - iii. Critically review any Incident Debriefing report(s);
 - iv. Review all relevant training received by involved employees;
 - v. Review all pertinent supervision and treatment plan reports;
 - vi. Review all pertinent medical and mental health services involving the victim;

Procedure No. 4250.03: Suicide Prevention Mortality Review Process

Page 3 of 3

- vii. Review pertinent family dynamics; and
- viii. Recommend possible improvements in:
 - (1) Employee training;
 - (2) Operational procedures;
 - (3) Physical plant; and
 - (4) Program Services.
- c. The **INTERNAL REVIEW COMMITTEE** shall not take the place of any legal investigation process or any judicial procedures or remedies;
- d. The **INTERNAL REVIEW COMMITTEE** shall produce a report for the ADJC Director within 30 days of convening.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
02/07/06	Kellie Warren		